

State of Nevada Technical Standards Committee (TSC)

Meeting Minutes

Meeting Name: State Technical Standards Committee
Recorder: Sherri McGee
Facilitator: Terry Savage/Dave McTeer
Date: November 16, 2005
Time: 2:30 p.m. to 4:00 p.m.
Location: Public Works Board Room, 515 East Musser St., Suite 102, Carson City, NV. 89701

Attendees

Name	Agency	Telephone	E-Mail Address	X
Terry Savage: Chair	Dept of Information Technology	775.684.5801	tsavage@doit.nv.gov	X
Dave McTeer: Co-Chair	Dept of Administration	775.684.8959	dmcteer@ifs.state.nv.us	X
James Brady	Dept of Information Technology	775.684.5891	jfbrady@doit.nv.gov	X
Chuck Conner	Dept of Motor Vehicles	775.684.4578	cconner@dmv.state.nv.us	
Shawn Curby	Dept of Information Technology	775.684.4319	scurby@doit.nv.gov	X
Jeff D'Amario	Public Utilities Commission	775.684.6192	jdamario@puc.state.nv.us	X
Chris DeSocio	Public Employees Benefits	775.684.7000	cdesocio@peb.state.nv.us	
Lon DeWeese	Housing Div	775.687.4258	nhd@nvhousing.state.nv.us	
Eric Dugger	Legislative Council Bureau	775.684.6810	edugger@lcb.state.nv.us	
Stan Gillie	Dept of Taxation	775.684.2112	sgillie@tax.state.nv.us	
Ernie Hernandez	Health Div	775.684.5923	ehernandez@nvhd.state.nv.us	
Dana Hines	Library and Archives Division	775.684.3370	dlhines@clan.lib.nv.us	
Chris Ipsen	Health Div	775.684.4230	cipsen@nvhd.state.nv.us	
Tony Injayan	Purchasing Div: Administration	775.684.0176	tinjayan@purchasing.state.nv.us	X
Patricia Morse Jarman	Div of Consumer Affairs	702.486.9797	comishnr@fyiconsumer.org	
Otto Lynn	Div of Child and Family Services	775.687.9020	odlynn@dcfs.state.nv.us	X
Anthony Marcin	Office of the State Treasurer	775.684.5761	acmarcin@nevadatreasurer.gov	
Teri J. Mark	Library and Archives Div	775.684.3323	tjmark@clan.lib.nv.us	X
Dorothy A. Martin	Dept of Transportation	775.888.7750	dmartin@dot.state.nv.us	X
Jon Mathews	Dept of Information Technology	775.684.5843	jmathews@doit.nv.gov	X
Sherri McGee	Dept of Information Technology	775.684.5856	smcgee@doit.nv.gov	X
Glenn Meyer	Welfare Division	775.684.0580	gmeyer@welfare.state.nv.us	X
Chuck Moltz	Office of the Attorney General	775.684.1151	CMMOLTZ@ag.state.nv.us	X
Lorraine T. Newlon	Div of Consumer Affairs	702.486.9777	lnewlon@fyiconsumer.org	
Dan O'Barr	Dept of Correction	775.887.3271	dobarr@doc.nv.gov	
Randy Potts	Dept of Information Technology	775.684.5625	rpotts@doit.nv.gov	
Rex Reed	Conservation & Natural Resources	775.687.3600	rexreed@dcnr.nv.gov	
Grant Reynolds	Dept of Business & Industry	775.687.4250	greynolds@dbi.state.nv.us	
Lani Smith	Dept of Public Safety	775.684.4800	lsmith@dps.state.nv.us	
Dan Stockwell	Dept of Information Technology	775.684.7300	stockwel@doit.nv.gov	
Andrew Tucker	Gaming Control Board	775.684.7715	atucker@gcb.nv.gov	
Janie Ware	Div of Child and Family Services	775.687.9027	jware@dcfs.state.nv.us	
Ray Watley	Dept of Motor Vehicles	775.684.4636	rwatley@dmv.state.nv.us	

Guest Attendees

Name	Agency	Telephone	E-Mail Address	
Alisanne Maffei	Dept of Information Technology	775.684.5855	awmaffei@doit.nv.gov	X

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DISCUSSION HIGHLIGHTS

1. **Approval of August 2005 Meeting Minutes:** The meeting minutes from the October 2005 Technical Standards Committee (TSC) meeting were reviewed and approved. (Motion - Teri Mark; 2nd - Dave McTeer)
2. **Charter, Standard Template, Development Guidance:** Sherri McGee highlighted that the Technical Standards Committee Charter should be used as a guide in drafting the standards. The standards should be developed to help agencies acquire technology that is interoperable, scalable, saves the state money, etc. She also reviewed the Nevada Standards Template and noted that each section must be addressed when writing the standards but that additional sections can be added as needed. Sherri referred to other states' database standards as an example which would also give guidance to the committee on developing standards. She also offered assistance and research to any sub-committee needing further clarification.

Chuck Moltz asked why some security standards did not follow the standards template. Sherri McGee said she would investigate.

Tony Injayan asked if the sub-committees needed to be concerned with the format as well as the content. It was stated that formatting of the standards would be done by documentation personnel at DoIT.

3. Terry Savage asked the Committee if they have been keeping abreast of the issues in Massachusetts regarding their decision to mandate Open Document Format (ODF) standards in all agencies. He would like to explore the issue further at the next meeting and asked that an agenda item be added to decide if the TSC wants to take a position on ODF standards.
4. **Review of Schedule and Update Criteria:** Dave McTeer and Terry Savage indicated that the current timeline for completing the standards was behind schedule. Terry stated that it is essential these standards be completed in time for the next budget cycle. He asked the TSC if sliding the timeline out 2 months would be a problem for anyone developing their budget.

Dorothy Martin said it would make it very difficult on her agency to make any budget changes after February. The Committee suggested that agencies would get a preview of the standards during the next several weeks as the drafts are sent out for review. This will allow agencies to have an idea of what is becoming a standard from the Committee. It was agreed by the committee to slide the schedule out 2 months but to be diligent in meeting the new deadline. (Motion - Dave McTeer; 2nd - Jon Mathews)

New Timeline

December 22, 2005 - Sub-Committees present draft of standards.

January 26, 2006 - Draft standards sent to agencies for comment and review.

February 23, 2006 - Technical Standards Committee approves final draft of standards.

March 9, 2006 - First group of Technical Standards sent to NITOC for approval.

Dave McTeer expressed his concern about mandating anything in the standards that would have adverse financial impact on agencies. Terry Savage indicated that any standards produced would allow for agencies to transition during their normal upgrade cycles; agencies could apply for exception; standards may have a conversion deadline far in the future for planning purposes; in some cases standards may

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even save the state money by converting sooner. Financial Impact Statements will be written for each standard.

Sherri McGee reviewed the criteria that should be addressed during the “Sub-committee Updates” portion of the agenda. The brief time set aside on the agenda for updates is to be used to inform the TSC if the sub-committee is on schedule to complete their standard by the milestones indicated on the timeline. The update can also be used to highlight progress, review content, get clarification, etc. Most issues around development of the standards that would take more than 10 minutes to be addressed should be forwarded to the chair and co-chair before the meeting to either get assistance in addressing the issue or to be allocated additional time on the next agenda.

5. **Sub-Committee Reports:** Sherri McGee indicated that there are drafts ready to be reviewed by the committee but that the schedule does not have time to allow for review at the TSC meetings. The details for reviewing the standards was discussed under “New Business/Recommendations”

- *Hardware Standard* – On Schedule, the sub-committee decided to keep the server, PC and laptop hardware in one standard instead of breaking it apart. A hardcopy draft was given to committee members
- *Computer Networking Standard* – Should be on schedule, next sub-committee meeting will occur on December 7th and they will have a draft ready by the December 22nd meeting
- *Email Standard* – On Schedule, a hardcopy draft was given to committee members
- *Storage Standard* – No report, Sherri McGee will get an update from Chris Ipsen and forward to the committee
- *Backup and Recovery Standard* – Submitted Standard to Security Unit for review, Sherri McGee will check on progress.
- *Authentication and Biometrics Standard* – On Schedule, a hardcopy draft was given to committee members
- *Database Standard* – Should be on track, they will have something for the committee to review by next meeting

Dorothy Martin wanted clarification on what the term “State Agency” means and what entities in the State need to abide by the standards. Several committee members believed that a definition existed and suggested the committee include the definition in the standards. Sherri McGee agreed to check NRS and any Governor declarations and report back to the TSC.

6. **New Business/Recommendations:**

- 6.1 The committee discussed the governance structure in the State of Nevada and agreed to involve other state IT committees in the development of standards which may affect them or have overlap (i.e. Security). Sherri McGee will identify those standards for the committee.
- 6.2 The process of reviewing draft standards was discussed. It was stated that the process needs to be expedited to meet the milestones and deadline. The committee agreed that draft standards would be reviewed for comment and prepared for vote before subsequent TSC meetings. The following process will be followed:

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- An electronic version of the draft Standard will be sent (via email) to all TSC Committee members for review and comment.
- Committee members will have 5 business days to review and comment. All comments are to be sent to Sherri McGee for compilation.
- On the sixth business day, all comments will be compiled and sent to the sub-committee chairperson for resolution. The sub-committees will have 5 business days to resolve issues and edit the draft.
- On the eleventh day, the revised draft will be sent to the TSC committee members. The TSC committee members will have the revised standard for 5 business days before the next meeting; at which time members will vote for approval or disapproval of the standard.

Decisions

#	Decision	Rationale	Date
1	It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment.	To generate interest and keep all agencies informed on TSC progress	07/28/05
2	New purchases must meet the new TSC standards once approved	To promote interoperability and cost savings for the State of Nevada	07/28/05
3	The draft TSC Charter was reviewed and accepted, with revisions.	To guide the committee on purpose and intent	07/28/05
4	The committee agreed that Legislative Budget Analyst, Tracy Raxter should attend the meetings.	To coordinate budget impacts	07/28/05
5	It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.	To facilitate involvement with southern agencies	07/28/05
6	Committee agreed to let NERC write a Records/Document Management Systems Standard	To have a statewide standard in place to address a purchasing contract due to expire in 2006	08/25/05
7	The Committee developed sub-committees to address the first round of Standards development	Need to have focused groups to develop standards by the January time-frame for the upcoming budget process	08/25/05
8	The Committee will notify Boards and Commissions as part of the regular notifications to agencies of the TSC activities.	To enhance communication to all those that may be affected by State standards	08/25/05
9	The Committee agreed to extend the standards completion timeline	To allow time for review of standards by the TSC	11/16/05

Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1	07/28/05	E-mail the strategic goals and their priority to committee members.	Sherri McGee	Closed	08/25/05
2	07/28/05	Recruit Legislative Budget Analyst, Tracy Raxter, to the committee.	Sherri McGee	Closed	10/27/05
4	08/25/05	Develop the Database Standard	Dan Stockwell	Open	

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5	08/25/05	Develop the Authentication/Biometrics Standard	Chuck Connor	Open	
6	08/25/05	Develop the Backup and Recovery Standard	Chuck Moltz	Open	
7	08/25/05	Develop the Storage Standard	Chris Ipsen	Open	
8	08/25/05	Develop the Email Standard	Terry Savage	Open	
9	08/25/05	Update the Computer Networking Standard	Jon Mathews	Open	
10	08/25/05	Update the Software Standard	Tony Injayan	Open	
11	08/25/05	Update (develop) the PC Hardware Standard	Tony Injayan	Open	
12	08/25/05	Update (develop) the Server Hardware Standard	Tony Injayan	Open	
13	08/25/05	Develop Records/Document Systems Standard	Teri Mark	Open	
14	10/27/05	Develop Technical Standards Dictionary. This will be an agenda item for the next meeting.	Terry Savage	Open	
15	10/27/05	Sherri McGee will draft specifications on how to set standards.	Sherri McGee	Closed	11/16/05
16	11/16/05	Investigate why some (Policies, Standards and Procedures) PSPs deviate from the template and report back to the Committee on format issues.	Sherri McGee	Open	11/21/05
17	11/16/05	Provide a definition for "agency" in the State of Nevada	Sherri McGee	Open	11/21/05
18	11/16/05	Distribute information on Massachusetts ODF Standard	Sherri McGee	Open	11/21/05
19	11/16/05	Get update from Chris Ipsen on Storage standard progress	Sherri McGee	Open	11/21/05